

**CONFIDENTIAL**

Approved For Release 2005/11/21 : CIA-RDP70-00211R000300280009-8

*Reports Monthly*  
**FILED: RETURN TO**

RECORDS MANAGEMENT DIVISION

RECORDS CENTER BRANCH Statistical Report

*Circulate*

*11/3/54*

Part I Record Holdings (cu. ft.)

Reporting Period Fiscal Year  
1 - 31 October 1954 To Date

A. Records Accessioned	373	1515
B. Records Disposed of at Center	74	89
C. Records Holdings	7626	
D. Distribution Material Holdings	8676	
E. Total Holdings	16302	

Part II Reference Service on Records in Storage

A. Documentary	535	2397
B. Informational	79	249

Part III Inter-Agency Reference Service

A. Requests	3	9
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Part IV Shelving Space Utilization (cu. ft.)

A. Total Capacity	18948	
B. Utilized	16302	
C. Available	2646	

Part V Supplemental Distribution

A. Items Received for Distribution

1. Intelligence Reports		3771
a. Initial Receipt	8249	32781
b. Returns	3134	12320
2. Information Reports	4227	21281
3. Administrative Issuances	4829	27039

TOTAL

20439	93421
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RECORDS CENTER BRANCH Statistical Report

Reporting Period	Fiscal Year
<u>1 - 31 October 1954</u>	<u>To Date</u>

B. Items Furnished

1. Intelligence Reports	3132	10304
2. Information Reports	3242	11449
3. Admin. Issuances	4217	9773

TOTAL

10591

C. Reproduction Services (no. of pages)

1. Ozalid Process	14636	62486
2. Photo Copy Process	1016	3611
3. Ditto Process	<u>450</u>	<u>2176</u>

TOTAL

16102

68273

Part VI Initial Distribution

A. Items Furnished

1. Regulations	6524	26495
2. Notices	22110	66807
3. Other	<u>0</u>	<u>16458</u>

TOTAL

28634

109760

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(In Cubic Feet)

19,000  
Total Capacity  
(18948)

Total Utilized  
14,000

18,000

17,000

16,000

15,000

13,000

12,000

11,000

10,000

9,000

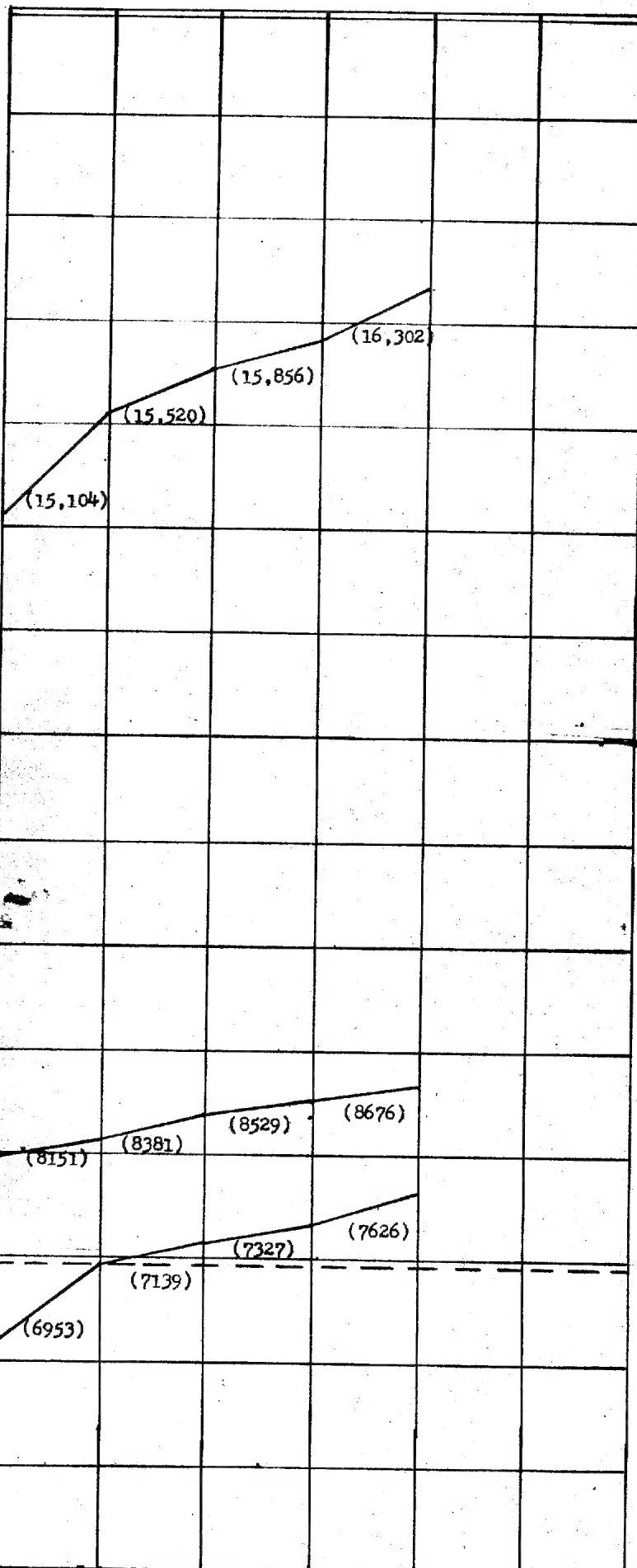
8,000

7,000

6,000

5,000

4,000



Utilized for 8,000  
Supplemental Distribution

25X1

Capacity  
(6948)

Utilized for Records